

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-197 **Issue Date:** 10-22-15 **Closing Date:** 11-12-15

Tribal Employee Relations Specialist
Yakama Nation Human Resources
Department of Administration
Hourly Wage: \$27.46/Regular/Full-Time

Responsible to administer Yakama Nation employee relations issues in all areas of employment, training and conduct. This includes handling formal complaints, grievances and appeals.

Knowledge, Skills and Abilities:

- Knowledge of the Personnel Policy Manual, Supervisors Manual, Compensation Manual, Master Class Title/Code/Pay Range Listing, Finance Manual, Drug and Alcohol Procedures Manual, and of HR Internal Controls.
- Knowledge of tribal administrative policies and procedures.
- Knowledge of the Yakama Nation governmental organization.
- Knowledge and proficiency in computer use, specifically Microsoft Office products including, Word, Excel, Power Point, and Access.
- Knowledge of administrative investigative methods and techniques, which includes conflict analysis and resolution.
- Knowledge of report writing techniques used to prepare accurate, comprehensive and detailed reports.
- Knowledge of interviewing techniques to obtain detailed information.
- Knowledge of applicable Indian Civil Rights laws, regulations, and case law.
- Knowledge of research techniques, including statistical analysis and data collection.
- Ability to remain flexible to changes in assignments or situations, priorities and handle frequent interruptions.
- Ability to work closely with all HR staff to ensure a positive work environment.
- Ability to establish and maintain effective working relationships with other department staff, supervisors/managers, elected officials, and the public.
- Ability to meet the public and address problems, issues, and complaints tactfully, courteously and effectively.
- Ability to manage multiple complex projects and tasks with competing deadlines.
- Ability to communicate effectively, orally and in writing, with all levels of personnel including employees, supervisors, elected officials, etc.
- Ability to demonstrate a high degree of personal integrity and be able to maintain strict confidentiality.
- Ability to work independently and productively with minimal supervision.
- Ability to enter, transcribe, record, store, or maintain information in written or electronic/magnetic form.
- Ability to keep up to date with ongoing changes of computer software and HR related databases.
- Ability to exercise independent initiative and judgment.
- Ability to exercise diplomacy when dealing with people in sensitive situations.
- Ability to apply active listening techniques to obtain complete and accurate information.

General Recruiting Indicators:

- Requires a Bachelor's Degree in Human Resources, Business Administration, Law, Public Administration or related field **AND** 3 year's professional experience in conducting administrative investigations.

Special Requirements:

- Required to pass a pre-employment drug & alcohol test.
- Required to successfully pass a pre-employment background check.
- Must possess a valid Washington State Driver License with ability to obtain a tribal drivers permit.
- Must present a highly professional image and outstanding customer service to internal and external clients.
- Must maintain strict confidentiality.
- Proven record of regular and punctual attendance; strong work ethics.
- Must obtain an Internal Investigation certificate upon hire.
- Must understand the position, and consider the impact on personal life style and family.